

# CARE WORKER MESSAGE BOARD

## Recipe of the Month Wicked White Chocolate Torte

Serves: 8  
Prep time : 20 mins plus chilling time  
Cooking time: 10 mins  
Cals per portion : 500

**Ingredients :**

- 75g/3oz. Ratafia biscuits crushed
- 450g/1lb white chocolate broken
- 140g jar liquid glucose
- 3 tbsp apricot brandy
- 500g tub fromage frais

**To decorate:**

- Cocoa powder for dusting
- Chocolate coated coffee beans



Grease and line a baking tray with baking parchment. Grease 6 individual 7.5cm/3in metal rings and position them on the baking parchment or grease and line a 23cm/9in loose based cake tin.

Sprinkle all of the crushed ratafia biscuits over each base of the six prepared rings or over base of the cake tin. Put the white chocolate with the liquid glucose into a heatproof bowl. Place the bowl over a pan of simmering water to melt, but do not stir until the chocolate has completely melted. Remove from the heat.

Gradually add the apricot brandy and the fromage frais to the melted mixture and stir thoroughly to combine. Pour mixture over ratafia biscuits and leave to chill overnight. To serve, ease away metal rings or remove torte from tin. Arrange thin strips of paper to form a cross on top of each torte and dust liberally with cocoa.

Remove the paper strips and decorate each torte with chocolate coated coffee beans.

## DON'T FORGET USE THIS SPACE

You can advertise for social events, articles for sale, special recipes etc.

Send them to your branch now, ready for the Festive Publication due in December.



# Open Door

**Welcome to our Autumn newsletter** I would like to take this opportunity to thank all of you for the continued hard work you have all put in over the past few weeks.

Care Workers Standards:- Field Care Supervisors continue to do regular spot checks as part of their duties and will be checking to ensure that HCC standards are adhered to. It is important that all staff are following our dress code to ensure we reflect a professional image. This includes having your I'd badge with you to present to service users on every visit. If I.D. badges are lost or mislaid it is



HCC prides itself on the professionalism of its workers and their commitment to adhering to good hygiene practice in service users homes by wearing appropriate protective clothing, glove/aprons and the use of alcohol rub, supplies of which are readily available from the office.

To ensure this continues please remember that if you are unsure of a clients location, what tasks need to be completed and the appropriate time the service should be delivered please contact your co-ordinator and ensure that you take a few minutes on each visit to read the details contained in the service users home.

*John Giffney  
Care Director*



## HAPPY HOLIDAYS !

Great news for all our Care workers.

From Oct this year HCC will be allocating extra holidays to care workers in recognition of your hard work. The level of holiday is rising from **20** days to **24** days for a full holiday year.

This means if your holiday year ends in April you may take another 2 days paid leave this holiday year. If you are unsure when your holiday year starts/ends please contact you local branch. This action is effectively raising your pay by 2% and we are delighted to be able to recognise your efforts in this way.

*Justin Jewitt  
Chairman - 07970 287743*

*Jane Orr Campbell  
National Care Director - 07795 403298*

Home Choice Care helps people live independently in their own homes by providing care workers to help with their daily needs

# NVQ'S

## What is an NVQ?

**NVQ Level 2** in care is a vocational qualification, which enables you to identify what skills you can do already in your role and also to analyse and agree on what you need to learn (depending on your experience) to meet the NVQ standard

**NVQ level 3** in care is a vocational qualification for senior care workers in a supervisory role.

## How does it work?

You will be allocated an 'assessor' or 'mentor', who will guide you through the NVQ, assessing you on your work based performance.

You will be required to attend several group work shops.

The assessor may also carry out Work Place Assessments where you are observed working and you may also have to provide some written accounts to evidence your knowledge.



**CARE WORKERS  
£200 Reward**

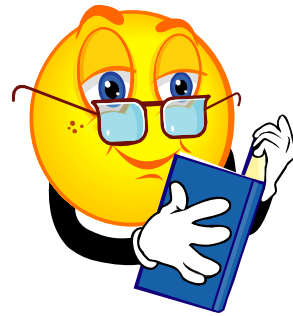
Don't forget if you have a friend with NVQ 2 qualifications, recommend them to us and they are successful, you could receive £200 once they complete their probationary period.

## How long will it take?

NVQ's generally take between 4 and 6 months to complete.

### What does it cost?

Full funding is available for those employees who meet the eligibility criteria and who have not already completed an NVQ or equivalent qualification. Every applicant will have to complete an eligibility questionnaire to determine if they are eligible.



**Field Care Supervisors (Seniors)** are continuing to update the "**Blue Books**" in both Brentwood and Chelmsford and would be grateful if you would assist us in this process by advising the office if you know of any service user who currently doesn't have a book in their home.

Additionally if there is information that appears to be missing e.g. Risk assessment or current care plans etc it is important that you advise the office as soon as you become aware of this. We all have a responsibility to ensure that this critical information is in place and is kept up to date!

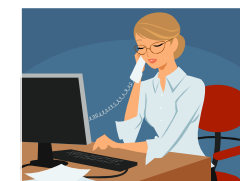
# FESTIVE ARRANGEMENTS



The festive season is fast approaching, a time of family, presents and fun. However we must all remember that the service users we visit still have the same needs whatever the date. This year the bank holidays fall on normal weekdays and we will therefore be expecting all staff to work as normal. BUT we are identifying now the calls that service users will not require so that we may offer staff at least part of the festivities off. It is our aim to ensure that every member of staff who wants it can have some time off either over Christmas or New Year. In order to do this and be fair to everyone we cannot allow paid holidays to be booked for the full period unless there are extenuating reasons and the leave has already been approved.

I would also like to remind you that the bank holiday rates will apply and if you are willing and able to do a little extra work at this time it may mean that one of your colleagues can have some extra time off. Please let your branch know as soon as possible.

There will be no shopping or housework calls on Christmas day, Boxing Day or New Years day. These may be rescheduled for another day or cancelled for the relevant weeks depending upon the needs of the Service User

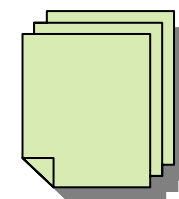


Several of you have kindly offered to do additional shifts in the run up to Christmas which has benefits for all of us. If you would like to be considered for additional work at this or any time please contact your Coordinator to discuss this further.

## Timesheets

Timesheets:- Please remember that all timesheets need to arrive promptly at the office on a Monday of every week. Finance staff are still having to chase staff regularly to ensure that we have all timesheets in to enable us to process them for both Payroll and Invoicing. If on the odd occasion you have a genuine difficulty in getting your timesheet in on time please contact the office and let us know.

*Val Dewhirst  
Deputy Care Director*



I would like to re-iterate one of the messages we have stressed at the Care worker meetings, specifically timely submission of timesheets. Late timesheets can result not only in late invoicing to the Local Authorities but potentially in late payments to you if they miss a payroll run. We want you to get paid on time for all your hard work so please ensure you meet the deadlines in getting them to the branch.

*James Hussey  
Finance Director*